

November 29, 2023

**DANIEL LESLIE S. TAN**

Vice President for Administrative & Finance  
Office of the Vice President for Administration & Finance  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Honey Sofia V. Colis**  
Director  
Office of the Director for Human  
Resource Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Sir:

I have heard that your office recently needs an Administrative Assistant III position. Please consider me an applicant.

I am currently taking graduate study, Master in Public Administration with 9 units. A graduate of Bachelor of Science in Hotel, Restaurant and Tourism Management. An experienced office worker/clerk that includes skills such as document filing (*ISO Standard*), proficient in Microsoft offices (*words, excel, powerpoint & publisher*) customer service (*hospitality industry*) and online data entry (*VSU MIS experience*) that can be gleaned from my employment history and other professional experiences. I already passed the VSU Clerical Exam and the Career Service Subprofessional examination held on March 13, 2022.

I am a product of Visayas State University. Fortunately, I have enjoyed the opportunity for a short-term employment in various institutions since my completion of a college degree. I have experienced dealing with various clients/people from all level or positions. For almost 10 years in administrative or clerical job in this university, I fervently hoping that it would be a great help to apply the knowledge I've gained if given the chance to render my service with you.

I am presently connected with the Visayas State University (VSU) as Deputy Document and Records Controller (dDRCs) at the Department of Plant Breeding and Genetics with Casual Plantilla. Prior to that, I am previously working at the Supply and Property Office (SPO) and VSU Apartelle, both handling a multi-task while my other employment was with Cebu Parklane International Hotel.

My academic training and employment experiences make me very confident to fit the kind of worker your office is looking for.

Please find enclosed is my resume and other pertinent papers for your perusal. Thank you very much for giving me your most favorable consideration.

Very truly yours,

  
**LINDON M. FERNANDEZ**